

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 27

July 10, 2003

**SUBJECT: SELECTION AND ASSIGNMENT TO GANG ENFORCEMENT DETAILS**

**PURPOSE:** As mandated by a federal Consent Decree, the Department has agreed to establish additional criteria for selecting sworn personnel to certain sensitive assignments. Specifically, this Order establishes guidelines for the selection and assignment of officers and supervisors to Gang Enforcement Details (formerly Specialized Enforcement Units).

This Order supercedes Administrative Order No. 3, 2000 (Admin Order No. 3), *Activation of the Special Enforcement Unit*, as it relates to the duties and/or oversight responsibilities of sworn personnel involved with Gang Enforcement Details (GEDs). An administrative order establishing field requirements and strategies for GEDs is forthcoming and will, in conjunction with this Order, supercede and replace Admin Order No. 3, except as it relates to Career Criminal Details.

**Note:** *The following guidelines do not apply to personnel selections for any other components of the Department's Gang Abatement and Narcotics Enforcement (GANE) Program, e.g., Community Impact Advisory Team, Interagency Liaison Team, etc.*

**PROCEDURE:**

**I. QUALIFICATIONS AND REQUIREMENTS.**

**A. Basic Eligibility Requirements - Officers.** Prior to applying for a GED position, officers shall have:

- \* Completed probation and have acquired three years as a police officer with the Department, two years (26 deployment periods) of which must have been service performed in a geographic field (patrol), Transit Bus/Rail patrol, and/or traffic assignment; and,
- \* Demonstrated a history and/or proficiency in a variety of law enforcement activities (i.e., interpersonal skills, administrative skills, cultural and community sensitivity, and a commitment to police integrity and professional conduct) as documented in an applicant's Performance Evaluation Reports, Form 1.78.0.

**B. Basic Eligibility Requirements - Supervisors.** Prior to applying for a GED position, supervisors shall have:

- \* A minimum of one year as a patrol supervisor;
- \* Completed and wheeled from a probationary Area of supervisory assignment; and,
- \* Demonstrated outstanding leadership, supervisory, and administrative skills, as documented in an applicant's Performance Evaluation Reports, Form 1.78.0.

**C. Application Requirements.** In addition to participating in a formal documented oral interview, sworn personnel applying for assignment to a GED shall submit the following:

- \* Transfer Applicant Data Sheet, Form 15.88;
- \* Performance Evaluation Reports, 1.78.0, (two most recent); and,
- \* Training, Evaluation and Management Systems (TEAMS) report (promotion/paygrade advancement TEAMS report only).

**D. Transfers/Loans Requirements.** A transfer/loan of a supervisor or officer(s) into a GED assignment may be made to meet operational needs (e.g., a need for language/supervisory expertise, to address a dramatic increase in violent crime, or fill unexpected vacancies, etc.) by mutual agreement of the concerned bureau commanding officers. In such cases:

**Note:** If the transfer/loanee has objections or expresses concerns about being assigned to this assignment, the employee's concerns should be addressed and considered by the concerned bureau commanding officer.

- \* The application requirements listed in Sections I (A-C) shall still be met except for submission of a Transfer Applicant Data Sheet and the formal documented oral interview. However, a supervisor from the gaining command must still have a meeting with the proposed transfer/loanee. The date of this meeting shall be documented; and,

- \* Transfers/loans to GED based on operational needs shall be justified in writing on an Intradepartmental Correspondence, Form 15.2, and submitted along with the transfer/loanee's TEAMS Evaluation Report interview/selection package via the chain of command to the Commanding Officer, Special Operations Bureau, for informational purposes and review, as appropriate. The approved Form 15.2 shall be maintained in the transfer/loanee's interview/selection package.

**II. REVIEW OF SELECTED CANDIDATE'S WORK HISTORY AND EVALUATION OF FINDINGS.**

An interview/selection package shall be prepared for each GED applicant or "operational need" transfer/loan as part of an eligibility review and assessment. Until such time as TEAMS II is available, supervisors and managers shall, in addition to reviewing documentation listed in I(C), utilize existing Departmental databases, information, and other documents to conduct this eligibility review and assessment, to include:

- \* The applicant's Divisional Employee Folder, Form 01.01.0, and Department personnel package; and,
- \* Adverse judicial findings.

**Note:** The Legal Unit, Risk Management Group, shall be contacted for information on adverse judicial findings.

The intent of reviewing an officer's work history is to assist in the evaluation of a candidate's appropriateness for GED duties and responsibilities.

**A. Documentation of Findings.** Supervisors shall document in writing on a TEAMS Evaluation Report, Form 1.78.04 (attached), their consideration of any sustained complaint, adverse judicial finding, or discipline against an officer for each of the following:

- \* Excessive force;
- \* False arrest or charge;
- \* Improper search/seizure;
- \* Sexual harassment;
- \* Discrimination; or,
- \* Dishonesty.

Supervisors and managers may decide to select or retain (i.e., extension of assignment) an officer with a sustained complaint or adverse judicial finding in one or more of these categories. However, that decision must be justified in writing on a TEAMS Evaluation Report, Form 1.78.04, and retained in the interview/selection package.

**B. Selection.** The interview/selection package for the selected candidate shall be submitted to the Area commanding officer for review. If approved, the commanding officer shall sign the TEAMS Evaluation Report. Interview/selection packages for both selected and non-selected applicants shall be securely maintained within the administrative offices of the Area commanding officer.

**C. Deselection.** Sworn personnel assigned to a GED may be deselected if they commit an act or behavior that would have disqualified them from selection to GED. Deselection shall be considered if it involves any of the sustained allegations or adverse judicial findings resulting in a determination of misconduct in the categories listed in Section II (A) of this Order. The Letter of Transmittal for the involved complaint shall include either a recommendation to deselect or justification for retention.

**III. GANG ENFORCEMENT DETAIL AS A LIMITED TOUR ASSIGNMENT.** The Gang Enforcement Detail is a limited tour assignment. Officers and supervisors are limited to 39 deployment periods in a GED assignment. Additionally, officers and supervisors at the end of their GED tours are not eligible for another GED assignment until 13 deployment periods have elapsed since completion of their most recent GED assignment, without prior written approval from the Chief of Police.

**Note:** A lapse period shall not apply to personnel currently assigned and transitioning from a Specialized Enforcement Unit (SEU) to a GED. A limited tour assignment is cumulative to include time spent in both an SEU and a GED.

Commanding officers must anticipate the culmination of these limited tours of duty and prepare for the transition of officers and supervisors assigned to a GED.

**A. Extension of Assignment.** An extension of up to three deployment periods in a GED may be granted upon written approval by a bureau commanding officer. Any longer extension shall require written approval from the Chief of Police. The Chief of Police will consider extensions of up to 26 additional deployment periods.

**B. Extension Review.** Sworn personnel may be considered for an extended GED tour if:

- \* They have performed in a competent manner, including adherence to the policies and procedures; and,
- \* Upon completion of an eligibility review and assessment, it is determined that such an extension would be in the best interests of the Department and the involved GED.

**C. Process for Extending a GED Assignment.** Prior to the end of an employee's GED tour, a GED supervisor interested in extending an employee's assignment shall conduct another eligibility review and assessment on the employee as outlined in Section II of this Order. This assessment, i.e., the TEAMS Evaluation Report, Form 1.78.04, a current TEAMS report (promotion/paygrade advancement TEAMS report only), and all available attachments), shall be submitted via the employee's chain of command for consideration and approval by the appropriate entity (as determined by the duration of the requested extension), and a copy placed in the employee's interview/selection package. Additionally, another eligibility review and assessment shall be conducted for employees after completion of 13 deployment periods in their extended capacity.

**AMENDMENTS:** This Order adds Section 2/725.12 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Special Operations Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**WILLIAM J. BRATTON**  
**Chief of Police**

Attachment

**DISTRIBUTION "A"**